



EXAMINATION ORDINANCE
&
MANUAL

INVERTIS UNIVERSITY
BAREILLY

Contents:

1. UNIVERSITY EXAMINATIONS
2. THE CONDUCT OF UNIVERSITY EXAMINATIONS
3. AWARD OF SCHOLARSHIPS, STIPEND, MEDALS AND PRIZES
4. MISLENIOUS UPDATES

Ordinance No.8

UNIVERSITY EXAMINATIONS

PART I- DEFINITIONS:

- 1.0 In this Ordinance and in all Ordinances and Regulations laying down conditions for appearing at an examination of the University for a Degree or a Diploma, either generally or for a particular examination, unless there is anything repugnant in the subject or context:
- 1.1 "Regular student" means a person, who has attended a regular course of study in any Institute of the University and seeks admission to an examination of the University as such.
- 1.2 "Ex-student / Repeater student" means a person, who was admitted to an examination as a regular candidate and was not declared successful thereat or was not able to appear in the examination though the admission card was correctly issued to him by the University and seeks admission again to the said examination.
- 1.3 "Non-collegiate candidate" means a person, who seeks admission to an examination of the University otherwise than as a regular candidate or Ex-student/Repeater candidate.
- 1.4 A "regular course of study" means:
- a. that a student attends at least 75% of lectures and practicals separately in the semester.
 - b. "Forwarding officer" means:
 - a. In case of an ex-student candidate, Director of the Institute, where the student had prosecuted a regular course of study.
 - b. In case of a non-collegiate student other than one, who has taken a correspondence course in the University, the Director of the Institute, which the candidate chooses as his Examination Center.

PART II - ADMISSION OF A REGULAR STUDENT TO AN EXAMINATION OF THE UNIVERSITY:

2. 02.1. No regular student shall be admitted to an examination of the University unless he/she:
- i. Has been enrolled as a student of the University.

- ii Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of study for that examination.
- 2.2 Where a student offers an additional/ optional subject for an examination in accordance with the provisions of the Ordinance relating to the examination, the minimum attendance requirement shall apply equally in case of such additional subject.
- 2.3 In computing the attendance for fulfillment of the condition regarding prosecution of regular course of study;
- i. Attendance at lectures delivered and practical/ sessional, if any held during the academic session shall be counted.
 - ii. Attendance shall be calculated from the date of commencement of course.
 - iii. Attendance kept by a regular student in a higher class shall be counted towards percentage of attendance for the examination of the lower class to which he may revert as a result of his failure to pass in the second/supplementary examination.
 - iv. Attendance at N.C.C./N.S.S Camp during the session shall be taken as full attendance at Lectures/Practical on each day of camp and the days of journey to such camp.
 - v. Participation as a member of a University/ Institute team in any Inter University or Inter -Collegiate competition shall be taken as full attendance on the days of such competition and the days of journey for participation therein.
- 2.4 The aggregate number of contact weeks for lectures delivered and practical/sessional held in an academic session (two semesters) in the University shall not be less than 30.
- 2.5 For special reasons such as prolonged illness deficiency in percentage of attendance not exceeding ten percent of the total number of lectures delivered and practical/ sessional held in each subject may be condoned by the Vice-Chancellor.
- 2.6 Except as otherwise provided, a regular candidate for an examination shall on or before the last date notified by the Controller of Examination.
- i. Submit an application for admission to the examination in the prescribed form through the Director of the Institute indicating the subjects or subject in which he desires to present himself for the examination.
 - ii. Pay alongwith the application, the fee prescribed for the examination concerned together with a fee for the supply of marks obtained by him/her in each paper at the examination.

- 2.7i. Application submitted by regular candidates together with the examination fee and marks fee paid shall be forwarded by the Director of Institute, so as to reach the Controller of Examinations on or before the last date prescribed for the purpose by the University.
- ii. In case of each application, the Director of the Institute shall certify that the candidate;
- a. Possesses the minimum academic qualification as prescribed by Regulatory Body, for appearing at the examination to which he seeks admission.
- b. Is of a good conduct.
- iii. The Director of the Institute concerned shall send to the Controller of Examinations at least three weeks before the commencement of the examination concerned three separate lists as detailed below:-
- List A :** These candidates who have fulfilled the minimum criteria of prescribed attendance
- List B :** Of those candidates, whose attendance is short by not more than 10 percent for condonation by the Vice-Chancellor; the Directors of the Institutes concerned are required to give specific reasons for condonation of shortage along with their recommendation.
- List C :** Of those candidates, whose shortage of attendance exceeds 10 percent and who are to be debarred from appearing at the examination.
- 2.8 The Director of the Institute may detain a regular candidate from taking an examination if he does not pay out standing college dues, or does not return the college property and all the articles and uniforms issued to him for Sports or N.C.C. or N.S.S. or does not pay the cost thereof in case of loss, by one month preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission of his application form to the Registrar for admission to the examination and the date of the commencement of the examination.

PART III - ADMISSION OF AN EX-STUDENT CANDIDATE TO EXAMINATIONS OF THE UNIVERSITY:

- 3.0 3.1 No ex-student shall be admitted to an examination of the University unless he submits with his application for appearing in the examination:
- i. The statement of marks (in original) obtained by him/her at the said examination issued by the University together with an attested copy thereof, or
- ii. In case he was duly admitted to the said examination as a regular candidate but could not appear thereat, a certificate from the Director of the Institute last attended by him showing the year, the

roll number and the examination to which he was admitted as a regular candidate.

3.2 No person shall be admitted as an ex-student candidate;

- i. At any examination if he has failed to secure the minimum marks required for passing in the sessional

3.3 An ex-student candidate for an examination shall:

- i. Submit through the Director of the Institute, wherein he had prosecuted a regular course of study, an application for admission to the examination in the prescribed form on or before the last date notified by the University and specify therein.
 - a. Whether he/she is a candidate for the full examination or for supplementary examination.
 - b. The subject or subjects in which he/she desires to present himself/herself for the examination.
- ii. Submit with his application evidence of having been admitted to the examination earlier as required in paragraph 3 (1) above.
- iii. Attach with his application for admission to the examination, his/her latest passport size photograph duly attested by the forwarding Officer.
- iv. Pay the fee prescribed for the examination together with the additional fee of Rs. 100/- per the statement of marks obtained in each paper at the examination. Fees shall be paid through crossed Bank Draft in favour of the Registrar of Invertis University or in any other manner prescribed by the University.

4.0

4.1 An ex-student candidate shall offer the subjects or optional papers which he/she had previously offered as a regular candidate unless on account of a change in the scheme of examination the subject/paper offered by him earlier ceases to be a part of the scheme of examination or syllabus for the examination and he is permitted by the University to offer instead a different subject or paper.

4.2 An ex-student candidate will be required to appear in the examination in accordance with syllabus specifying the scope of studies in different subjects in force in the University.

5.0

Every ex-student candidate shall appear at the Examination Center at which the regular candidates from the Institute in which he had prosecuted a regular course of study shall be appearing.

Provided that, the Registrar may, for sufficient reasons, require or allow a candidate to change his/her Examination Center.

PART V – GENERAL CONDITIONS APPLICABLE TO ALL CANDIDATES

- 01/09/2016
- 8.0 No candidate shall appear in more than one degree examination or in more than one subject for the Master's Degree (Previous or Final) in one and the same Academic Year.
- 9.0 No person who has been expelled or rusticated from any Institute or University or has been debarred from appearing at a University Examination shall be admitted to any examination during the period for which the sentence is in operation.
- 10.0 10.1 The Controller of Examination shall issue an admission card in favour of a candidate if;
- a. The application of the candidate is complete in all particulars in accordance with the provisions applicable to him/her and in order.
 - b. The candidate is eligible for admission to examination, and
 - c. The fees as prescribed have been paid by the candidate.
- 10.2 Where the practical examination is held earlier than the examination in theory paper, a candidate shall not be treated as admitted to the examination until he/ she is issued an admission card for appearing in the examination.
- 10.3 The admission card issued in favour of a candidate to appear at an examination may be withdrawn if it is found that :
- a. The admission card was issued or permission was given through mistake and the candidate was not eligible to appear in the examination.
 - b. Any of the particulars given or documents submitted by the candidate in or with the application for enrollment, admission to a Institution or admission to an examination is false or incorrect.
- 10.4 The Registrar may, if he is satisfied that an admission card has been lost or destroyed, grant a duplicate admission card on payment of a further fee of Rs. 100/-. Such card shall show at a prominent place the word "Duplicate".
- 11.0 A candidate shall not be admitted into the Examination hall unless he/she produces the admission card before the Superintendent of the Examination Center or the invigilator or satisfies such Officers that it shall be produced. A candidate shall produce his/her admission card whenever required by the Superintendent or the invigilator.
- 12.0 12.1 In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the Center and he/she shall obey his/her instructions. In the event of a candidate disobeying the instructions of the Superintendent or exhibits his/her indisciplined conduct or

insolent behaviour towards the Superintendent or any invigilator, the candidate may be excluded from the day's examination and if he/she persists in misbehaviour he may be excluded from the rest of the examination by the Superintendent of the Center subject to the approval of Vice-Chancellor, which shall be reported to the Examination Committee.

- 12.2 If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the center or in its precincts endangering the personal safety of either of them or acts in a manner which obstructs the authorities in the discharge of their duties, the Superintendent may expel the candidate, subject to the approval of Vice-Chancellor, which shall be reported to the Examination Committee, from the Center and he may take police help.
- 12.3 If a candidate brings any dangerous weapon within the precincts of the Examination Center, he may be expelled from the Center and/or handed over to the Police by the Superintendent subject to the approval of Vice-Chancellor, which shall be reported to the Examination Committee.
- 12.4 A candidate expelled on any of the grounds mentioned in (12.2) or (12.3) above will not be allowed to appear in the subsequent papers.
- 12.5 In every case where action is taken by the Superintendent under (12.1), (12.2) or (12.3) above, a full report shall be sent to the University and the Executive Council may according to the gravity of the offence, further punish a candidate by canceling his/her examination and/or debarring him from appearing at the examinations of the University for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.
- 12.6 i. If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying book or notes or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall material connected with the examination or in any other manner whatsoever, the Council or the Committee on use of unfair means appointed for the purpose by the Council may cancel his examination and also debar

him from appearing at the examination of the University for one or more years according to the nature of the offence.

- ii. The Executive Council may cancel the examination of a candidate and /or debar him/ from appearing at an examination of the University for one or more years. If it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his/her examination and/or was instrumental in or had abetted the tampering of University records including the answer -books, mark sheets, result-charts, diplomas and the like.
- iii. The Board may cancel the examination of a candidate and/or debar him/her from appearing at an examination of the University for one more years, if it is discovered afterwards that the candidate had obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate documents.

iv. When the University intends to award any of the aforesaid penalties under clause (i), (ii) or (iii) above it shall give the candidate concerned an opportunity to show cause in writing within fifteen days of the issue of such "show cause" letter as to why the proposed penalty may not be imposed on him and shall consider the explanation, if any, if filed within the specified time, before awarding the penalty.

13.0

13.1

A candidate, who due to sickness or other cause, is unable to present himself/herself at an examination, shall not receive a refund of his fee. Provided that, the Vice-Chancellor may in a case in which he is satisfied about the genuineness, or merit of it, order for adjustment of the following portion of the fee towards the immediately next examination.

- i. Examination Fee after deduction of 50%.
- ii. Full Fee for statement of marks.

Others fees paid by the candidate shall lapse to the University. Application for such adjustment from a candidate accompanied by a Medical Certificate of illness, if applicable, must be sent so as to reach the Registrar not earlier than 15 days and not later than 30 days from the date of commencement of the examination at which the candidate was to appear.

13.2 The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.

14.0 14.1 A candidate whose result has been declared may apply to the Registrar in the prescribed form within twenty days of the declaration of his result for the revaluation of any of his answer books.

Provided that, no candidate shall be allowed to have more than two answer-books revalued.

Provided also that, no revaluation shall be allowed in case of scripts of practical, fieldwork, sessional work test and thesis submitted in lieu of a paper at the examination.

Note :

There shall be provision for re-totalling and revaluation of written papers in the University Examination in Under Graduate Courses only.

15.0 A candidate, who has passed any Final Degree Examination may, after the declaration of his result and before the date of the next convocation apply to the Registrar for a Provisional Certificate of passing the examination of the University. Such application shall be accompanied by a fee of Rs. 200/-

16.0 No Person, who is under sentence of expulsion or rustication from an Institution, and is debarred from appearing at an examination of the University for any period of time, shall be granted a Migration Certificate during the period for which the sentence is in operation.

17.0 Duplicate of University Degree/Diplomas Certificates shall not be granted except in cases in which the Vice-Chancellor

is satisfied by the production of an affidavit on a stamped paper of proper value required by Law for the time being in force, that the applicant has real need for a duplicate. In such cases, a duplicate of the Degree/Diploma may be granted on receipt of fee of Rs. 500/-

- 18.0 The names of first 10% to a maximum of ten successful candidates in each regular subject who obtain first division in first attempt examination, shall be declared in Order of Merit for each class/subject as the case may be.
- 19.0 Notwithstanding anything contained in the concerned Ordinance, an examinee who fails by a total of not more than three marks in not more than two subjects in any of the examinations, but secures more than the minimum aggregate marks required to pass shall be given three grace marks to enable him to pass the examination. However, the provision of grace marks as given by Statutory Bodies will always be adhered to.
- 20.0 The Vice-Chancellor may award one grace mark in case the candidate is failing by one mark or missing a Division by one mark. Where the deficiency is not condoned, one mark shall nowhere be added.
- Provide that, the benefit under this paragraph shall not be allowed to enable a candidate to get the benefit under paragraph 19.
- 21.0 The scope of studies in different subjects for an examination shall be as prescribed by the University from time to time and printed in the prospectus for the examination concerned.
- 22.0 Members (other than local members) of the Authorities, Bodies and Committees of the University, Moderators, Examiners Inspectors etc. appointed to inspect Centers of Examination shall be paid traveling allowance and daily allowance for attending meetings or for journeys connected with examinations or the affairs (other than Convocation) of the University, at the rates and subject to the conditions, being paid to other Authorities, Officers, Teachers and employees of

10/20/2017

the University from time to time as prescribed in the Ordinances/Rules

Ordinance No.9

THE CONDUCT OF UNIVERSITY EXAMINATIONS

1.0 GENERAL

- 1.1 Controller of Examinations (COE) shall be Principal Authority of the University, bestowed with the full responsibilities of arranging and conducting the University examinations, fair and free from any malpractice and within the prescribed time schedule.
- 1.2 All arrangements for the conduct of examinations to be held by the University shall be made by the Controller of Examination, in accordance with Rules and regulations framed by the University from time to time.
- 1.3 He/She shall prepare the examination schedules of all the courses for the whole academic year, semester-wise, in advance as per the guidelines set by Board of Studies and Academic Council, subject to the approval of Examination Committee.
- 1.4 He/ She shall be responsible for maintaining total confidentiality in the discharge of duties by himself/herself and their staff.
- 1.5 He/ She shall take utmost care to complete the task of conducting the examination and declaration of results, on approval of the Vice-Chancellor, within stipulated time frame work.
- 1.6 Process of Conduct of Examination for each course shall commence at least three months before the schedule date.

2.0 EXAMINATION CENTERS AND MANPOWER

- 2.1 Controller of Examinations in consultation with the Registrar shall identify Centers to conduct the University Theory, Practical examinations in various Institutions for different courses and obtain VC's approval. This will be reported to the Examination Committee.
- 2.2 The Examination Centers for Theory examinations shall have adequate space and furniture for making arrangement for seating of number of students allotted to the center.
- 2.3 The Examination Center for theory examination shall have provision of secured room to store examination material, Toilets and drinking water facility in proximity of examination hall/halls.
- 2.4 The practical examinations shall preferably be held in the respective departments of the Institutions.

- 2.5 Each constituent Institution is expected to make provision for minimum required infrastructure for conduction of University examinations.
- 2.6 With the approval of Vice-Chancellor, the Controller of Examinations shall appoint, in consultation with the Superintendent of Center, the manpower required to conduct theory and practical examinations in various Centers.
- 2.7 The persons whose relative is appearing for the examination shall not be assigned any responsibility of that examination.
- 2.8 The Controller of Examination, with the approval of Vice-Chancellor, may cancel an examination at all Centers if it is satisfied that there has been a leakage of question paper/s or any other irregularity that warrants such an action.
- 2.9 The University may change the examination center of the examinee/ examinees irrespective of Institution to which they belong anytime it deems proper without assigning any reason.
- 2.10 The Controller of Examination may, on the recommendation of the Chief Superintendent, appoint an amanuensis to write down dictation pertaining to answer to questions at the examination on behalf of an examinee, who is unable to write himself/herself on account of temporally handicapped, provided that such an amanuensis shall be a man/woman possessing qualification of at least two class examination lower than the examinee concerned.
- 2.11 The Controller of Examination may issue such general instructions for the guidance of the Examiners, Center Superintendents, Tabulators, Collators, Moderators, as it considers necessary for the proper discharge of their duties.
- 2.12 Subject to the provisions of this Ordinance, the Executive Council may from time to time make, alter or modify, rules and procedure about the conduct of examinations in consultation with the Academic bodies.
- 2.13 Any person who is entrusted with the examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examination, printing of question papers and answer books, tabulation and preparation of marks cards and all such activities incidental thereto and connected therewith, shall discharge such duties prudently and with utmost integrity for attainment of the academic standards.
- 2.14 If any of their relatives are appearing in the examinations where they are posted, they shall report the matter in writing to the Chief Superintendent before accepting the responsibility. Failure to disclose such matter will be viewed as an act of gross misconduct.
- 2.15 If any person who has been allotted the examination work is found guilty of breach of duties or is involved in any misbehavior, shall be liable for

37-000-010

punishment and/or with a fine equivalent to any loss suffered by the University/College due to the breach of duty or misbehavior;

- 2.16 Whoever instigates or abets the commission of acts mentioned above shall also be liable for the same action as provided for the person who acts in the manner.
- 2.17 The Controller of Examinations may, from time to time, recommend to Vice-Chancellor to appoint a Flying Squad to see that the conduct of the Examination is strictly according to the rules and procedure laid down, free from malpractice or Vice-Chancellor may himself/ herself appoint a Flying Squad subject to the approval of Admission Committee.
- 2.18 The Squad may consist of Two Officers, not below the rank of Professors and shall be drawn from other Institutions in the University.
- 2.19 The Squad shall record in writing the malpractice and deficiencies, if any and obtain signature of Chief Superintendent before sending the report to the Controller of Examination for further action. He/ She shall examine the report of Flying Squad and recommend action to be taken by Vice-Chancellor. The Orders passed by the Vice-Chancellor will be reported to Examination Committee and subsequently to Executive Council.
- 2.20 The Controller of Examinations may recommend to Vice-Chancellor to appoint the Chief Superintendent of the Center (in normal course-Head of the Institution) at each Center for the purpose of conducting Theory and Practical examinations.
- 2.21 Authorized Manpower required to conduct the theory examinations.
- i. The Chief Superintendent for each Center.
 - ii. Superintendent for the Center.
 - iii. Chief Invigilator for each Hall / Room.
 - iv. Invigilators- One invigilator for every 20 students.
 - v. Supporting staff.
 - vi. Examination clerk to prepare the data, stationery, and attendance Sheets, packing material etc
 - vii. Peon or Class IV Employee to help in sorting, packing and sealing of packets of answer books.
 - viii. Water boys/ women – one each in Hall/ room.
- 2.22 Chief Superintendent shall appoint the personnel mentioned under 2.22-ii to 2.22-iv in the above list from among the teaching faculty. Care shall be taken to avoid teachers from the specialty of subject of examination and relatives

of the examinees. Copy of appointment order shall be communicated to the Controller of Examinations.

2.23 Chief superintendent shall appoint the personnel mentioned under 2.22-v in the above list from among the non-teaching staff.

2.24 Persons not assigned any examination duty, shall neither involve themselves nor interfere in any part of examinations. Such act will be viewed as breach of conduct rules.

2.25 Authorized Manpower required to conduct Practical examinations.

i. The Chief Superintendent for each Center.

ii. Internal and External Examiners. (appointment letters to be issued by the Controller of Examination)

iii. Not more than two expert assistants from among the teaching staff in each subject to help in organizing, marking attendance, etc as required by the examiners. The expert assistant shall neither interfere in the actual examination process nor valuation of any part of assignments and awarding of marks.

iv. Not more than two attenders

2.27 Duties and Responsibilities of Chief Superintendent

i. Chief Superintendent shall be Head the Center to conduct the Theory/ practical examinations in proper, peaceful and fair manner as per the rules stipulated by the University.

ii. He / She shall be responsible and custodian of the Seal of the Institution.

iii. He / She shall be responsible and custodian of all the related confidential documents including question papers, answer books, marks sheets, blank proformas etc.

iv. He/ She is authorized to appoint the personnel as mentioned in Section 2.22-ii. to 2.22-v.

v. He/ She shall oversee the proper seating arrangement for the examinee candidates. Minimum of 3 ft distance shall be maintained between two candidates on either side.

vi. He / she shall arrange to physically check the Examination Hall / room before commencement of examination for any hidden books and writing material.

- vii. He / she shall be responsible for arrangement and ensure the attendance of personal assigned the duties on the particular day.
- viii. He/ She shall ensure proper and timely distribution of Answer books and question papers to the examinees in each hall/room.
- ix. He/ She shall ensure that the answer books collected from the students are arranged in proper order and sealed in tamper proof bags.
- x. He / She shall be responsible for return of these bundles to Controller at the earliest, preferably on the same day.
- xi. He / She shall ensure that the practical examinations are held in fair as per the stipulations and within prescribed time.
- xii. He / She shall ensure that the stationery including answer books, mark award sheets for practical examinations are provided to the Internal examiner.
- xiii. He / She shall ensure that the answer sheets of practical examinations arranged in order and sealed in tamper proof bags.
- xiv. He / She shall arrange to send the mark award lists after the examination to the controller at the earliest, preferably same day.
- xv. He / She shall ensure that no person other than persons on duty shall enter the hall/room. Even the teachers of concerned subject shall not be allowed.
- xvi. The Superintendent shall, wherever necessary, send a confidential Report to the Controller of Examination about the conduct of examination, mentioning there in the performance of the Invigilators and the general behavior of the examinees.
- xvii. He/She shall send a daily report on the number of examinees attending each of the examinations, absentee numbers and such other information relating to the examination being held at the Center as may be considered necessary, along with any other matter which he/she thinks fit to be brought to the notice of the University.
- xviii. He/She shall also be responsible for maintenance and submission, to the Controller of Examination of the University, the account of advance of money, if received, and expenditure incurred in connection with the conduct of the examinations.
- xix. The Center Superintendent shall have the power to expel an examinee, subject to the approval of Vice-Chancellor, from Examination/s on subsequent days, on any of the following grounds: -
- a. That the examinee created a nuisance or serious disturbance at the Examination Center.

- 11/00000000
- b. That the examinee showed a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
 - c. If, necessary, the Superintendent may get Police assistance. Where a candidate is expelled, the Controller of Examination shall be informed immediately.
 - xx. Unless otherwise directed, only teachers of the Institution shall be appointed as Invigilators by the Center Superintendent, provided that a teacher of the subject of the written examination at any session shall not be an Invigilator at such session of the examination.
 - xxi. It shall be the duty of the Center Superintendent to ensure that an examinee is the same person, who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form.

2.28. Duties and Responsibilities of Superintendent.

- i. He / She shall carry out the tasks as assigned by the Chief Superintendent.
- ii. He / She shall co-ordinate and compliment in the discharge of duty of the Chief Superintendent in conduction of examinations in fair manner as per prescribed stipulations and free from any malpractice.

2.29 Duties and Responsibilities of Chief Invigilator

- i. He / She shall be overall responsible for disciplined and fair conduction of examinations in his/her hall/ room.
- ii. He / She shall ensure that examinees occupy their allotted seats within the stipulated time.
- iii. He / She shall make announcement drawing attention of students to check their pockets, clothing and desks for presence of any writing material. Such material if any, shall be collected before commencement of examination.
- iv. He / She shall ensure that No student carries with him/her any prohibited material like Mobile phones, ipods, laptops, palm discs, etc. Calculator shall not be permitted unless permitted by the examination protocol.
- v. He / She shall ensure smooth and quick distribution of Answer books and question papers according to prescribed guidelines

- vi. He / She shall ensure that the examinees do not talk either with other students or with invigilator.
- vii. He / She shall ensure that no examinee enters the hall or room after 30 minutes and no examinee leaves before end of stipulated 30 minutes from commencement.
- viii. He / She shall permit the examinee to leave the hall after 30 minutes only, if the examinee do not wish to continue writing. However their answerbook and question paper shall be retained.
- ix. He / She may permit the student for attending nature calls once for not more than 5 minutes.
- x. He / She shall ensure supply of drinking water within the hall /room.
- xi. He / She shall keep on making rounds in the examination hall/room and ensure that the invigilators also do the rounds regularly to keep watch on copying / malpractice.
- xii. He / She shall ensure that the candidates fill up the first page properly and additional sheets are tagged securely.
- xiii. He / She shall ensure that the students sign in attendance sheets and entries of number of additional sheets issued to the examinees are entered against their respective names. Proper account of additional answer sheets shall be maintained. Unused additional answer books and main answer books of absentee students shall be handed over to the Chief Superintendent.
- xiv. He / She shall be responsible for collection and arrangement of answerbooks in serial order after completion of examination, which shall then be handed over to the Chief Superintendent.
- xv. In cases of copying or malpractice, he / she shall ensure that proper recording and action as stipulated under the section of Malpractice given in the subsequent paras are followed to.
- xvi. He / She shall follow any other guidelines issued by the Chief Superintendent from time to time.

2.30 Examiners

- i. There shall be two categories of examiners. Internal and External.
- ii. Internal Examiner shall be a full time faculty member working in Constituent Institutions of the Inverdis University.
- iii. External Examiner shall a full time teaching faculty from Universities other than the Inverdis University.

- iv. Both Internal and External examiners shall possess the minimum qualification and experience as prescribed by the respective Regulatory Bodies.

2.31 Panel of Examiners

- i. The Controller shall arrange to get the panel of both Internal and External Examiners for UG and PG courses prepared by respective Board of Studies. There shall be a minimum of 15 examiners in external panel in each subject. Such panels can be reviewed each year by additions and deletions as required.
- ii. Controller of Examinations shall get the list of panel of examiners approved by the Vice-Chancellor.
- v. Controller of Examinations shall short list the names of examiners for Practical/ Clinical examinations in the respective subjects for each examination 30 days in advance to facilitate the fixing of examination dates.
- v. Such panel also shall be approved by Vice Chancellor.

2.32 Theory Question Papers

- i. The process of procuring Question papers for theory examinations shall be initiated 6 months in advance.
- ii. Controller shall short list three names from the panel of External examiners as paper setters for setting of Theory question paper.
- iii. He /She shall get three full question papers from above three papers setters.
- iv. He / She shall supply syllabus, scheme of question and marks and Acceptance and Declaration forms to the examiner. Acceptance and Declaration shall be obtained in a form to the effect that the examiner is ready to accept the examiner ship as paper setter as well as declare commitment to maintain Confidentiality. He / She also certify whether any of relatives (Blood) are appearing for the examination or not.
- v. He / She Shall make arrangement to procure adequate number(Three Minimum) of sets of question papers 6 months in advance of commencement of each examinations to maintain availability of adequate number sets of question papers as reserve.

2.33 Scrutiny and Moderation of Theory Question papers

- i. He /She shall nominate one Internal-Examiner from the panel in each subject as Moderator and get it approved by Vice-Chancellor
- ii. He / She shall get the question papers scrutinized by the respective Moderator in confidential room either in the presence of himself /herself or his/ her authorized nominee.
- iii. The responsibility of Moderator is to scrutinize the question paper of his / her subject.
- iv. Moderators shall not carry personal bags/ briefs, and any writing materials while entering the room of moderation.
- v. Moderator can correct the spellings, ensure that framing of questions within the prescribed syllabus, ensure proper distribution marks and questions in sections.
- vi. Moderators shall be authorized to correct spellings and make minor changes. If the questions are found to be repeated, the Moderator can replace one duplicate question with a new question. Questions, which are outside the syllabus also shall be replaced by another question.
- vii. Such changes if any shall be recorded in Confidential Register maintained for such purpose.
- viii. After completing the scrutiny a fresh copy shall be typed and prepared then and there itself by computer operator of confidential section and both the copies shall be sealed in secure envelope and stored in secure locker in the custody of Controller.
- ix. Controller shall be in custody of at least six sets of such moderated question papers at a given time. The sets shall be stored securely in safe custody.
- x. Account of number of sets with details of Examinations/ subjects shall be maintained in the Question paper Register. Status of seal shall be certified by the moderator and controller on the each envelope.
- xi. One set, preferably from older lot shall be used for each examination.
- xii. These are replaced by new sets of Question papers from time to time.

2.34 Printing of required number of Question papers at the time of Theory Examination.

- i. Printing of question papers in all the subjects of each Examination shall be done 4 to 6 days prior to the commencement of respective Examination.
- ii. One set of question paper in the subject, preferably from old lot shall be taken out from the safe custody by the Controller himself / herself or In-Charge functionary, if Controller of Examinations is on leave.
- iii. The certificate of status of seal shall be verified and certified again at the time of removal of envelope from the safe custody and the same shall be recorded in the Question paper Register.

2.35 Printing and safe custody of question papers

- i. The Controller of Examinations shall arrange, under personal supervision the printing of the required number of question papers based on the number of students appearing in the ensuing examination and additional number of 50 papers.
- ii. Pack of 10-20 question papers shall be sealed in the pre-labeled envelopes for distribution to the respective Institutions later.
- iii. All the envelopes shall be stored in the safe custody of the Controller till final distribution to the centers.

2.36 Answer Books and additional sheets.

- i. Controller shall be responsible for getting printed and stocked all the Stationary, like answer books both for theory and practical / Clinical examinations required in the process of University examinations.
- ii. Controller shall arrange to get designed Main Answer books and additional booklets as required to conduct "CODED" system and Not coded system of examination.
- iii. Such stationary required shall be kept in stock, ready for accounting and distribution to various Institutions to conduct Examinations.
- iv. Other stationary like, examination application forms, Admit cards, mark award sheets, attendance sheets, daily reports of examinations, Malpractice reports, reports of Flying Squad etc. shall be made readily available in stock in advance.
- v. Controller shall be responsible for distribution and proper accounting of stationary in various constituent Institutions.

2.37 Notification of schedule of registration for the examinations.

- 3/1/2000
- i. The Controller shall notify the time table schedule and also schedule of registration of eligible candidates in prescribed form along with the prescribed fee after due approval from Vice-Chancellor. The notification shall contain last date for registration without and with late fee.
 - ii. The Head of the Institution shall collect duly filled forms and admit card along with fee before the due date. Consolidated amount collected shall be paid to the University account within 3 days, after the due date.
 - iii. The Head of the Institution shall prepare a consolidated list of all the students registered, in alphabetical order with the details of subjects in following 3 separate categories as per eligibility forward them to the Controller within three days of due date.
 - a. List A- The list shall contain all the eligible candidates with attendance of 75% and above 75%.
 - b. List B- The list shall contain the candidates attendance of 65% and below 75%. Such students may submit documents in support of valid reasons for shortage. The Vice-Chancellor may consider condonation of shortage of attendance; if he/she is convinced that the reasons of shortage are genuine and condonable. The candidates, whose shortage is condoned, shall be permitted to appear in the examinations.
 - c. List C- The list shall contain the candidates with attendance of less than 65%. Such candidates shall not be permitted to appear in the examinations.
 - iv. Controller shall be responsible to scrutinize the forms as per criteria of eligibility before issuing Admit cards.
 - v. Admit cards of the eligible candidates with the signature of Controller shall be sent to the respective Institutions for distributions not later than 7 days before the commencement of examinations.

2.38. Malpractices and Unfair Means

- i. Malpractices and unfair means in examinations are grouped in different categories, depending on the nature of offence and groupings may help in determining the quantum of penalty.
- ii. Group A- Talking and consulting with others in examination hall/room, Such candidates shall be warned to behave properly and the candidate shall be expelled from examination hall repetition of the offence and report the matter to the Chief Superintendent.

- iii. Group B- Creation of a nuisance or serious disturbance at the Examination Center and showed serious aggressive attitude towards invigilator or member of staff entrusted with examination work. Such candidate shall be expelled and debarred from writing the examination in one or more papers, by the Chief Superintendent. Controller shall be informed of offence and action taken in writing.
- iv. Group C- Revealing the personal identity in the answer book, by writing name, initials, religious marks, registration number in other places than earmarked for the purpose, using pressure while writing registration number to create impression on next page, notes to the examiners, and inserting sheets or papers, tearing of papers, and damaging the answer book.
- v. Group D- Indulging in malpractice and unfair means like copying and possessing of weapons in the hall/room. Such candidates may be booked for malpractice and the matter may be reported to the Controller for further enquiry and action.

2.39 Procedure to book malpractice/ copy cases.

- i. If any student is found to possess any written slips, papers, books, printed matter, any written matter on admit card, or on any part of body, or answer sheets of other students, he/she shall be booked for indulging in unfair means and malpractice.
- ii. If the answer sheet of any other is found in possession of offender, both the students shall be booked for malpractice.
- iv. He/ she shall be made to stop writing further, and place all the material on the desk. Inform the Chief Superintendent about the case.
- v. The chief Invigilator shall instruct the student to give written statement on his/or action on paper. The statement shall include number and nature of material in possession and whether he/she has copied from the same.
- vi. The candidate shall not be allowed to continue in the examination. However he/she may be permitted to write remaining papers on subsequent days.
- vii. The answer books, material found in possession, and the written statement shall be sealed in separate envelope and handed over to the Chief Superintendent for onward transmission to the Controller.

2.40 Enquiry on such malpractice cases falling in Group D and other serious offences.

- i. Controller of Examinations with prior approval of Vice-Chancellor shall constitute an Enquiry Committee, consisting of 2-3 senior faculty members, for the purpose to conduct enquiry within the prescribed time framework.
- ii. Enquiry committee may summon the offender student, invigilators and others who are witness to the incident and wish to record their statement.
- iii. While deciding on gravity of malpractice and quantum of penalty the enquiry committee shall examine whether the student has used the material to copy in his/her answers. If so how much?
- iv. Gravity and nature of Malpractice shall be decided by the committee and may recommend the penalty.
- v. If found guilty of charges by the enquiry committee, penalty shall be decided by the Vice-Chancellor. In general penalty may include
 - a. Penalty recommended by the Committee.
 - b. Cancellation of all the papers in the examinations.
 - c. Debar from appearing in examination for 1-2 years.
 - d. Any other matter as deemed fit by the Vice-Chancellor.

2.41 Coding and Decoding

- i. Controller shall appoint Coders from among the teaching staff of the University, on temporary basis as and when required to code the theory papers.
- ii. Controller shall arrange to code the answer books received from the Chief Superintendents of various centers to maintain the secrecy of Identity of the examinee.
- iii. The coder shall make bundles containing 25 answer books, one question paper and mark award sheets in each sealed bundle for valuation.
- iv. The coder shall arrange answer books in bundles as required in the subject/course.
- v. The sealed bundles shall be sent to the Chief Superintendents of respective centers well before commencement of Practical/ Clinical examinations for valuation by the authorized examiner/examiners.
- vi. Chief Superintendents of Centers shall get the answer books valued by the examiners in a common Center earmarked for confidential

work like evaluation of Theory papers. The Examiners shall prepare the marks award list in duplicate.

- vii. The Chief Superintendents shall arrange to send the valued answer books in sealed bundles and their marks award list in separate sealed envelop to the Controller of Examinations. One set of marks award list will be sealed and handed over to the Registrar for safe custody.
- viii. Coder then shall decode the codes to registration numbers in mark award list for compiling and computing the results.

2.42 Tabulations and Preparation of results

- i. The Controller of Examinations shall arrange to compile results in Computer Section by compiling the marks awarded in various sections of examination, like Internal assessment marks, written, VIVA, and practical examinations.
- ii. Controller of Examinations shall furnish the detailed scheme of examination in various subjects including maximum and minimum pass marks in sections, grace marks and marks to declare Pass/ First/ Distinctions etc. to the central computer section.
- iii. Central Computer Section shall prepare the results based on all the parameters furnished by Controller of Examinations.
- iv. Controller of Examinations shall nominate 2 senior teaching faculty in the course to scrutinize and approve the Result as per the stipulated regulations.
- v. A hard copy of the collated result shall be approved by the Vice-Chancellor and kept with the Registrar. The Controller shall then declare and upload the result on website after due approval of Vice-Chancellor. He/She shall send a copy of result sheet to the respective Institution.
- vi. Controller shall also arrange for printing and lamination of mark cards of individual students and send the same to the respective Institutions.

2.43 Retotaling and revaluation of written papers

- i. Provision of system of retotaling and revaluation is available for Written papers in UG courses only. The provision is not available in Practical and VIVA examination.
- ii. Students who wish to apply for retotaling and revaluation in one or more subjects shall apply for the same in prescribed form along with prescribed fee within 7 days from the date of declaration of results,

- 3/1/2008-10/11
- iii. Students who have failed can apply for retotaling and/or revaluation.
 - iv. Students who have passed the examination can also apply for retotaling and/or revaluation for any revision and improvement in their marks / class. However their original marks and result become VOID and will be replaced by new marks and result after revaluation.
 - v. All the applications shall be submitted to the office of controller along with Demand draft of prescribed fee.
 - vi. Office of the controller shall complete the process of retotaling and Revaluation within one month from the last date of receipt of applications.
 - vii. Controller shall notify the time and dates of retotaling to enable the students to attend the same.
 - viii. Student shall be made to view the paper individually and totaling shall be done by the University official in the presence of candidate. Old and new marks shall be entered on the marks sheet prepared for candidates who have applied for retotaling. Signature of students shall be obtained. Results shall be modified, if the total is found different in retotaling.
 - ix. Answer books for revaluation shall be coded again and marks entered in the answer books shall be hidden/ covered with opaque tape.
 - x. Revaluation of papers shall be done by two external examiners other than original examiner.
 - xi. Revaluation shall be arranged by deputing University official in person or by sending the paper in secured and sealed envelop by courier.
 - xii. The average of marks obtained in revaluation by two examiners shall be taken for recasting the results.
 - xii. Fresh results of all the students who have applied, shall be recomputed and notified by the controller after due approval by Vice Chancellor.

Ordinance No.10

AWARD OF SCHOLARSHIPS, STIPEND, MEDALS AND PRIZES

- 1.0 1.1 The awards of Scholarships, Stipend etc. shall be made by the Governing Body on the recommendation of a Committee consisting of:
- i. The Vice-Chancellor, as Chairperson
 - ii. Chancellor's Nominee.
 - iii. Two Deans of Faculties.
 - iv. One Chairperson of Board of Studies to be nominated by Academic Council for two years in rotation.
 - v. Controller of Examination
 - vi. Chief Finance & Accounts Officer
 - vii. The Registrar as Member, Secretary.
- 1.2 Deans will be nominated by Vice-Chancellor for a period of two years by rotation.
- 2.0 Subject to the general conditions applicable to all Scholarships as laid down in paragraph 4 below, the value, duration and conditions of award shall be such as are laid down by the University from time to time.
- 3.0 The value and duration of the Scholarships Instituted by the University shall be laid down by the Executive Council in consultation with the Academic Council.
- 4.0 The award of scholarships shall be made subject to the following conditions.:
- 4.1 The scholar/student will be a full time student pursuing a course of study.
 - 4.2 The scholar shall receive only one prize irrespective of his/ her eligibility for several prizes.
 - 4.3. The scholar shall not join any other course of study except the one for which scholarship is awarded.
 - 4.5 If any information submitted by the scholar in his/her application is found to be incorrect, incomplete or misleading, the award may be terminated by the Executive Council after giving him/her an opportunity of being heard.
 - 4.6 If at any time it should appear to the Vice-Chancellor that the progress or conduct of the scholar has not been satisfactory, the scholarship may be suspended or withdrawn.
 - 4.7 The scholar shall be required to pay the fees prescribed by the University.
- 5.0 Post-graduate scholarship Instituted by the University shall ordinarily be tenable for two semesters: the scholarship is awarded to the M.Tech./ MBA/ M.Arch. students. He/ She would provide teaching or laboratory support in lieu of the scholarship.

- 6.0 The scholarship shall be tenable from the date scholarship-holder join the University.
- 7.0 The drawl of scholarship shall be done in accordance with the procedure that may be laid down by the Academic Council.
- 8.0 A scholarship shall be cancelled in the Final Year if the scholarship-holder fails to secure at least 60% marks in the Previous Examination of the concerned course.
- 9.0 If a scholarship-holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the scholarship for the months of March and April shall be paid only if the Head of the Institution certifies that the scholar diligently studied for the examination but was unable to take the examination for reasons beyond control. Such a scholar shall not receive scholarship during the next session, but shall be entitled to the scholarship during the studies for the Final Examination, if the scholar passes the Previous Examination with the requisite standard in the succeeding year in the first attempt.
- 10.0 A scholarship-holder shall at all times be of good behaviour and observe all rules of discipline.
- 11.0 11.1 A scholarship shall be liable to termination, if:
- i. The scholarship-holder discontinues studies during the middle of a session; or
 - ii. The scholarship-holder, after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Executive Council guilty of a breach of para 10 of this Ordinance; and if the Executive Council so directs, the Scholarship-holder shall also be liable to refund the amount of scholarship drawn by him.
- 11.2. The order of termination shall be passed by the Executive Council on the recommendations of the Vice-Chancellor and shall be final.

Award of University Medals and Prizes.

- 1.0 The University shall award, with a view to augmenting academic interest and activities among the students, Gold and Silver medals every year on the basis of results of annual examinations, subject to the provisions hereinafter appearing.
- 2.02.1. The quantum of Gold or Silver as the case may be, to be used for a medal shall be such as are approved by the Governing Body and permissible under the central Gold control Act.
- 2.2 The expenditure on the preparation and award of medals shall be met from the Fund of the University for which necessary provision shall be made in the annual budget or from endowment fund created for this purpose.
- 2.3. If in a year the actual cost of the award of Medals exceeds the budgetary provision, the Governing Body shall lay down the manner in which the excess expenditure is to be met.

- 3.0 3.1. University Gold & Silver medals shall be awarded only on the basis of the results at University examinations.
- 3.2 Only such successful examinees of the year shall be eligible in accordance with the provisions of paragraph 4 following as have secured (i) First division in the case of a Bachelor's degree examination and (ii) First division in the case of a Master's degree examination, for award of Gold and Silver medals.
- 4.0 A gold and a silver medal shall be awarded for each of the following examinations in all branches to successful candidates as mentioned below:-
- 4.1 A gold medal and a silver medal to the two successful candidates who have been placed in First division and have secured respectively highest and second highest percentage of Marks from among the successful candidates of the Bachelor programmes offered by University. However the candidate must have passed all semester examinations of the consecutive years in single and first attempt. To decide the Gold Medal marks obtained by the candidates from the first university to final university examination will be computed.
- 4.2 A gold medal and a silver medal to the two candidates who have placed in First division and have secured respectively, highest and second highest percentage of Marks from among the successful candidates of post-graduate programmes being run by University. Provided that the candidate must have passed all University/semester examinations of the consecutive years in single and first attempt.
- The Committee comprising of the following shall select the candidates for the awards of medals and prizes:-
- i. The Vice-Chancellor (Chairman)
 - ii. Chancellor's Nominee.
 - iii. Three Deans of Faculties to be nominated by the Vice-Chancellor in rotation.
 - iv. Two Chairpersons of Board of Studies to be nominated by Academic Council.
 - v. Registrar.
- 5.0 University shall institute medals and prizes through endowment and donations received from individuals and trusts, as may be approved by the Governing Body from time to time.
- 6.0 Notwithstanding anything contained in the foregoing paragraphs, award of University Medal for anyone or all of the Examinations mentioned in para4 may be withheld, suspended or cancelled:-
- a. If, in respect of a year no candidate is found eligible for the award under the provision of para4 above.
 - b. If the Vice Chancellor finds, after considering a report of the Head of the Institution, that the eligible student concerned is not worthy to receive the award on account of a serious charge against him/her, like gross

Misconduct etc. (c) if the Governing Body is satisfied that the conduct of the examination concerned at one or more of the centers was not proper.

7.0 The inscriptions on the medals shall be as follows:-

7.1 On one side of the Medal – the following words shall be inscribed over the round shaped University emblem, as the case may be in Hindi and University Gold/Silver medal in English.

7.2 On the other side of the medal the following shall be inscribed

(i) ----- (name of examination)

(ii) ----- (name of faculty)

(iii) ----- (Sponsored by)

(iv) (as the case may be) Topper or 2nd Rank

(v) ----- (short name of the recipient)

8.0 If for a programme, two or more examinees are found eligible for the award for having obtained equal marks or grade point average, the medal shall be awarded:

8.1 In the case of a Bachelor's Degree Examination/ Master's Degree to both the candidates.